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Personnel

**AFMC AWARD FOR TECHNICAL
ACHIEVEMENT IN SCIENCE AND
TECHNOLOGY**

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This instruction implements AFPD 36-28, *Awards and Decorations*. It explains eligibility requirements, selection criteria, and nomination procedures for the AFMC Award For Technical Achievement in Science and Technology. It does not apply to US Air Force Reserve or Air National Guard units and members.

SUMMARY OF REVISIONS

This revision changes the reviewer/selection of the award winners by eliminating a committee that reviews the nominations. This function will now be performed solely by the AFMC chief scientist.

1. AFMC Awards for Technical Achievement in Science and Technology. These awards, consisting of certificates and plaques, are made every six months to individuals or groups in recognition of innovative technical achievements in science and technology. Contributions to the in-house laboratory program are of primary interest. Nominations based on contributions to a contracted effort are also welcome, but the specific technical accomplishments by the laboratory scientist or engineer must be clearly identified. This award is not intended to recognize technical management, but rather individual or team achievements in science and technology which contribute to the laboratory program and the Air Force mission. Many laboratories have internal recognition by which several scientists and engineers are recognized. The best of those recognized internally may be submitted for the AFMC award. All laboratories are encouraged to make the AFMC award part of their total recognition program.

2. Eligibility Criteria. Military and civilian personnel are eligible on the basis of scientific or engineering accomplishments related to the USAF mission in aerospace research and development. Achievements must be recognized as representative of the most outstanding work during the preceding six months. The work need not have been initiated or completed in these six months, but must have demonstrated marked accomplishment during that period.

3. Nominating Procedures.

3.1. The Commander, AFMC, and commanders of AFMC field commands and laboratories may nominate a maximum of four achievements within their organization that they believe meet all eligibility requirements. Individuals named as being associated with each achievement will be limited to the actual performers. Negative responses are not required.

3.2. There are two periods for this semiannual award. The first is 1 January-30 June, and the second is 1 July- 31 December. Nominations will be accepted within 60 days of the two periods; that is, by 30 August and 28 February. Mail nominations to: HQ AFMC/STOD, 4375 Chidlaw Road, Suite 6, Wright-Patterson AFB OH 45433-5006.

3.2.1. All nominations must establish that the achievements are directly attributable to the actions of the individual or group, must be approved by the immediate supervisor, and must be forwarded over the signature of the field commander. Nominations must be screened locally to ensure that only the best are sent to HQ AFMC.

3.3. Submit nominations in narrative format (attachment 1) to include not more than two double-spaced typewritten pages, an original plus one copy. Each nomination must include the following:

3.3.1. The name(s), grade(s), position(s), organization and phone number(s) of the individual(s).

3.3.2. A short unclassified achievement title.

3.3.3. A short and precise description of the achievement itself.

3.3.4. Justification for nomination based on the evaluation criteria listed in paragraph 4.

3.3.5. The security classification of any potential presentation and whether the presentation may be made to properly cleared foreign nationals.

4. Evaluation Criteria:

4.1. Quality of the technical achievement as represented by publication in the archival literature, patents, invited presentations to national or inter-national audiences, etc.

4.2. Innovativeness of the technical approach.

4.3. Significance to the Air Force.

5. HQ AFMC Responsibilities. The AFMC Chief Scientist is responsible for selection of the winners.

6. Presentation. The awards may be presented during the quarterly Science and Technology Mission Element Board by the Director for Science and Technology or at an appropriate local ceremony.

RICHARD R. PAUL, Brig Gen, USAF
Director, Science and Technology

Attachment 1
FORMAT
NOMINATION FOR THE AFMC SCIENCE AND
TECHNOLOGY ACHIEVEMENT AWARD

1. Nominee:

- a. Name, grade/rank, position
- b. Organization address/telephone number

Note: If a team nomination, describe the specific contributions of each nominee.

2. Achievement Title (Unclassified):

3. Describe technical accomplishment or improvement made by the development

4. Results:

- a. Describe significance to Air Force.
- b. Describe output: patents, publications, or follow-on programs.

The nomination should not exceed two double-spaced typewritten pages. Individual or team nominations are encouraged.

The selection criteria are based on technical quality, innovativeness, individual contribution, and significance to the Air Force. Nominations of in-house laboratory contributions are encouraged. The use of phrases such as "the nominee has been instrumental in," or "was the driving force in," or "contributed to" should be avoided and replaced with the specifics of what the individual actually did. If the accomplishment is the result of a contractual effort, the description should so state, and the nomination should differentiate the contributions of nominee from that of the contract.